

**West Whitlawburn Housing Co-operative
Management Committee Meeting of
Monday 24th February 2025 at 6.30 p.m.
Meeting held in WWHC's Offices**

In attendance:

Committee:

S Anderson (SA) – Chairperson	A Duffin (AD) – Secretary
D Murphy (DM) - Vice Chairperson	L Patrick (LP)
M Alcorn (MA)	A Anderson (AA)
P Dickson (PD)	C Patrick (CP) – Co-Optee

WWHC Staff:

G Clayton – Director (Dir)
R Hosie – Corporate Services Officer (CSO) - Minutes

Meeting is quorate.

1. Apologies

J Williams (JW), L Reynolds (LR), K Stubbs-Gorman (KSG)

D Nnam (DN) was not in attendance.
B McNicol (BMcN), P Welsh (PW) – Leave of Absence.

2. Confidentiality

The Chairperson reminded all present about the importance of confidentiality.

3. Declaration of Interests

The Dir, CSO and CP declared an interest under agenda item 10 a (ii) 25/26 Pay Award – Employers Ballot. The Dir, CSO and CP will leave the room during discussions.

4. Equalities and Human Rights

No items raised at this meeting.

5. Health and Safety

No items.

6. Previous Minutes

a) Management Committee meeting of 27th January 2025

Committee noted an amendment required under agenda item 14.

The updates previous minutes were proposed by DM, seconded by MA, and noted as an accurate record.

The Chairperson will pass the updated signed minutes to the CSO for filing.

7. Matters arising from Previous Minutes

Actions arising from Previous Minutes Report

Fibre Network Condition and Future Options

The CSO confirmed that Whitcomm Director's voted in-favour of winding up. A Special General Meeting is planned for 31/03/2025, WWHC's Management Committee have been notified.

Rent and District Heating System Increases

The Dir confirmed that work is ongoing to implement approved increases.

Committee noted the updates.

8. Sub Committee Minutes and Referrals

Committee ratified the previous minutes from 11/11/2025.
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9. Correspondence

a) Information

PD received correspondence from Prince and Princess of Wales Hospice. Information circulated includes regular prize draws which WWHC do not wish to participate.

b) Decision

Committee agreed a one-off £50.00 donation to the charity. The CSO will pass the correspondence to Finance for processing.
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10. Delegates Reports and Affiliated Organisation Information

a) Employers in Voluntary Housing (EVH)

(i) December Members Update

MA provided an update regarding attendance at the education and training sub-committee.

DM agreed to attend the annual conference in May 2025. The CSO will confirm the booking.

Committee noted the EVH monthly report.

(ii) 25/26 Pay Award

The Dir clarified the detail of the CPI ceiling noted in correspondence received from EVH and outlined the proposal.

The Dir, CSO and CP left the room during discussions.

The Chairperson will pass Committee's decision to the Dir for submission to EVH.

b) Glasgow West of Scotland Forum of Housing Associations (GWSF)

AD summarised information as noted in the report.

c) Scottish Federation of Housing Associations (SFHA)

Committee noted the information regarding the insurance market.

d) Social Housing Safety Network Scotland

Committee noted the content of the paper.

11. Governance and Assurance

a) Schedule of External Submissions 2024/25

The Dir confirmed all items are now complete. Committee noted the submissions will restart in 2025/26.

b) Annual Appraisal Outcome Report

The CSO presented the outcome of the annual appraisals noting a consistent outcome. Training topics were identified.

c) Management Committee Training Plan

The CSO presented the proposed training plan for 2025/26 highlighting a 'lighter-touch' plan due to training levels in 2024/25. Topics can be added and scheduled as requested by committee.

Committee approved the training plan for implementation.

12. Scottish Housing Regulator

(a) Housing Emergency Data Collection

The Dir summarised the information requested by the SHR from all RSL's. The Dir confirmed WWHC submitted their response as required. Committee discussed void property turnover and high demand for the stock at WWHC and how this compared sector-wide.

Committee noted the information.

13. Director Report and Targets

Staffing

Interviews held for Assistant Housing Officer Post on 17/02/2025. The Dir noted a strong pool on candidates. Post appointed with satisfactory references received. A start date of 01/04/2025 was noted.

Property Services

The Dir confirmed that all properties noted in the previous update report with capped gas have had all the annual safety checks carried out.

Insurance Tender

The Dir provided a verbal update on the ongoing insurance renewal for 2025/26. The Dir expects renewal terms to be offered by the current insurer following broker advice. Outcome awaited.

Committee noted the updates.

14. Committee Work Plan and Meeting Schedule 2025/26

Committee reviewed the information and meeting dates in the reports, noting the information presented/submitted throughout the coming year.

Committee approved the work plan and meeting schedule for 2025/26 for implementation.

15. Procurement

a) Lift Maintenance Contract

The Dir referred to the update at the February 2025 Performance, Assurance and Risk Sub Committee meeting where it was agreed that quotations would be sought for an interim period from 1st April 2025 for the lift maintenance and servicing contract ahead of procurement for the new contract. The Dir presented two quotations received and how this compared to the quotation provided by the incumbent. The Dir noted that the interim contract would be in place whilst the lift procurement process is carried out via Public Contracts Scotland, which is expected to be issued in quarter 1 of 2025/26.

Committee approved the appointment of Jackson Lifts Ltd from 1st April 2025 on an interim basis to provide lift maintenance and servicing ahead of the procurement process for the new contract.

16. Policy Reviews

a) Committee Member Recruitment and Induction

The CSO presented the policy review following SFHA guidance. The CSO proposed the addition of a H&S element and feedback forms.

The CSO further presented the revised annual appraisal form and summarised the changed elements. The form now seeks feedback on the Chair's performance.

Committee approved the updated policy for implementation.

b) Dignity at Work

The CSO presented the update report regarding updates to Sexual Harassment legislation and employer duties. The review remains ongoing and a short life-working group (SLWG) is proposed to conduct risk assessments. MA and LP agreed to participate in the SLWG.

Committee noted the update.

c) External Audit

The Dir presented the policy review report and confirmed no material changes are proposed.

Committee approved the updated policy for implementation.

17. AOCB

Weekly Payment Run

DM raised a query regarding the payment run carried out w/c 17/02/2025. The CSO clarified payments made.

18. Date and Time of Next Meeting

Monday 24th March 2025 at 6.30 p.m.

CONFIDENTIAL ITEMS

No items.

Meeting closed at 7.15pm

Print name:

Date:

Signed: